INSTALLING OFFICE 365 & 2016 APPS - MAC

Microsoft Office 365 allows current CSUDH students, faculty*, and staff to install Office 365 on up to five computers and five mobile devices. The application offers the latest versions of Word, Excel, PowerPoint, Outlook, and more. This guide covers how CSUDH faculty, staff, and students can remove previous versions of Office, and download & install Microsoft Office 2016 on a Mac**.

*Microsoft software only applies to **active (or current) student/faculty/staff**. OLLI and Emeritus are NOT eligible for software due to the terms of the license agreement.*

**This Installation replaces "work at home" software, and is NOT intended for campus issued equipment.*

Please Note: Office 2016 for Mac is only available on Mac OS Yosemite and above.

If you have any other version of Office on your computer/laptop (i.e. Office 2008 or even Office 2011 etc.) you need to remove it __before__ installing Office 2016. This will help avoid potential clashes between the two versions.

*To check your OS version, from the Apple menu, choose **About this Mac.** The version of OS X installed will appear at the top, after the OS X.*

Available Microsoft Applications		
Software	**PC**	**MAC**
Access®	Yes	No
Excel®	Yes	Yes
OneNote®	Yes	No
Outlook®	Yes	Yes
PowerPoint®	Yes	Yes
Publisher®	Yes	No
Word®	Yes	Yes

Software	Apple iPhone	Android	Apple iPad	Windows Mobile
Office® for iPad	No	No	Yes	No
Office® Mobile	Yes	Yes	No	Yes
Excel®	Yes	Yes	Yes	Yes
Word®	Yes	Yes	Yes	Yes
PowerPoint®	Yes	Yes	Yes	Yes
OneNote®	Yes	Yes	Yes	Yes
Outlook® Web Access (OWA)	Yes	Yes	Yes	Yes

WHY DO I NEED TO UNINSTALL OFFICE 2016 IF I HAVE IT ALREADY?

This new version of Office 2016 uses a different licensing system than the serial numbers that you probably used for your previous Office 2016 installation. To avoid any licensing conflicts, uninstall your previous Office 2016 installation and install a new version from Office 365.

If you have issues downloading, please visit Apple's website: http://support.apple.com/kb/PH11356 to get specific step-by-step instructions.

STEPS TO INSTALL

1. REMOVE all other versions of Office from your computer/laptop
   o If you have any other version of Office on your computer/laptop (i.e. Office 2010, Office 2013, Office 2007 or **even Office 365**, etc.) you need to remove it before installing Office 2016.
   o This will help avoid potential clashes between multiple versions.

   IF YOU **DO NOT HAVE** A PREVIOUS VERSION OF OFFICE INSTALLED, PROCEED TO INSTALLING OFFICE 2016.

2. LOGON to MYCSUDH portal. Click on the O365 icon in the Software Launchpad.
3. INSTALL software. Please see directions on following pages.
4. LAUNCH AND ACTIVATE office.
5. UPDATE Office when you're done.

UNINSTALL OLDER VERSIONS OF OFFICE

1. Open the **Applications** window and select the old version you wish to uninstall.
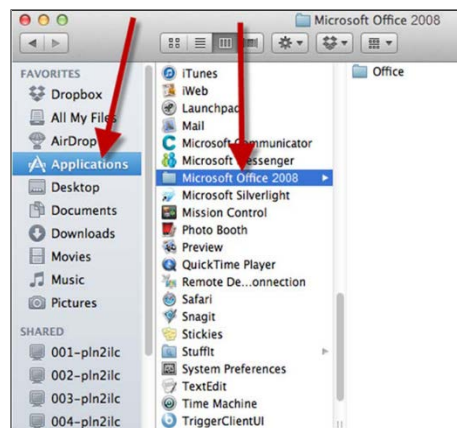
2. Hold down the Control button on your keyboard and click the mouse on the old version of Microsoft Office to expand a menu. Choose **Move to Trash**.
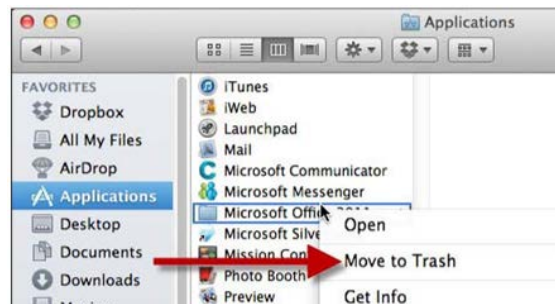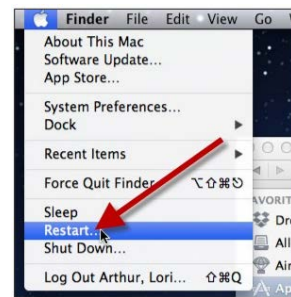
3. In the *Finder* menu, select **Empty Trash**.

4. Confirm you want to erase items in the Trash by clicking **Empty Trash**.

5. You will need to restart your computer before installing Office 2011. In the *Apple* menu, select **Restart**.
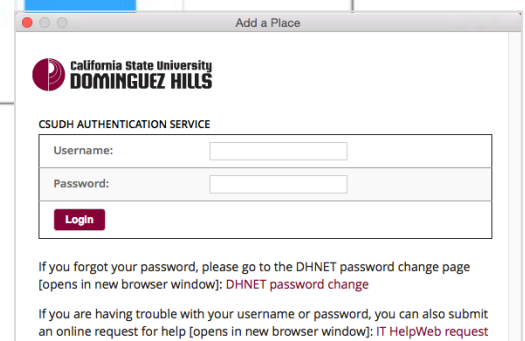
INSTALLING OFFICE 2016

Follow the instructions below to log on to Office 365, download Office 2016, and then follow the installation wizard instructions.

1.   Logon to MyCSUDH portal and click on the O365 icon in the Software Launchpad. You will be redirected to enter your campus username and password in the CSUDH Authentication Service page.

2.   In the Authentication page, login with your current CSUDH credentials.

NOTE: A **CURRENT CSUDH PORTAL ACCOUNT** MEANS YOU MUST ARE AN ACTIVE STUDENT, FACULTY, OR STAFF MEMBER AT CSUDH.
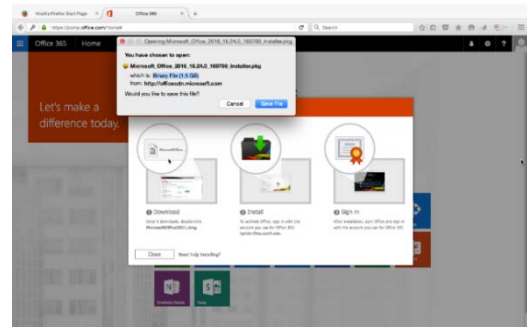
3. Click on **Install Office 2016** icon to begin download of software.
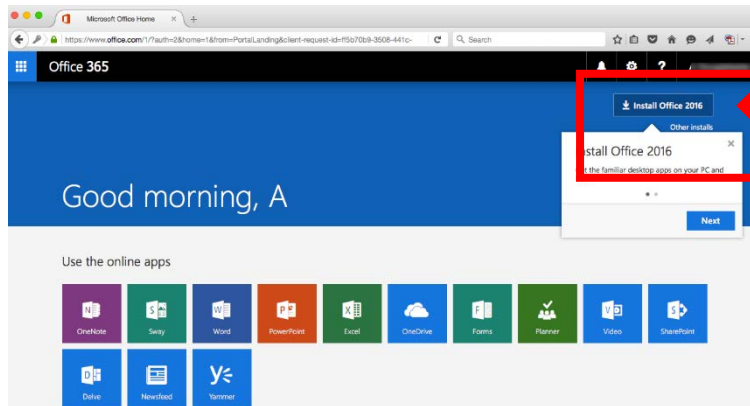

4. Click on Save File.

5. The Office 2016 installer appears in your Downloads folder. Once it finishes downloading, double click on it to be guided through the installation process.
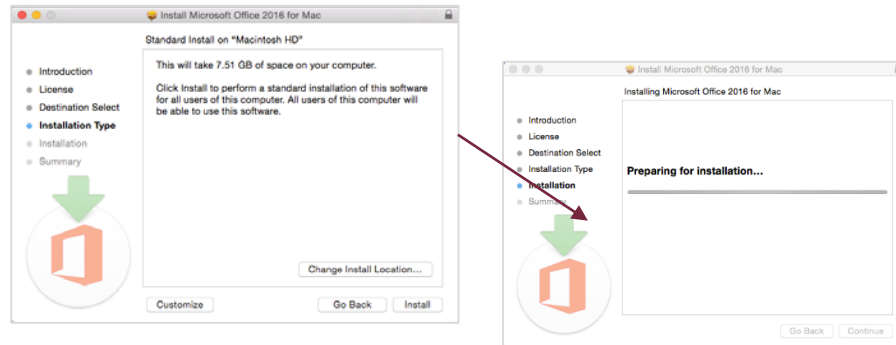
6. Click on Continue to start the installation wizard. You will need to go through License, Destination Select, Installation type, Installation, and Summary steps to complete installation.
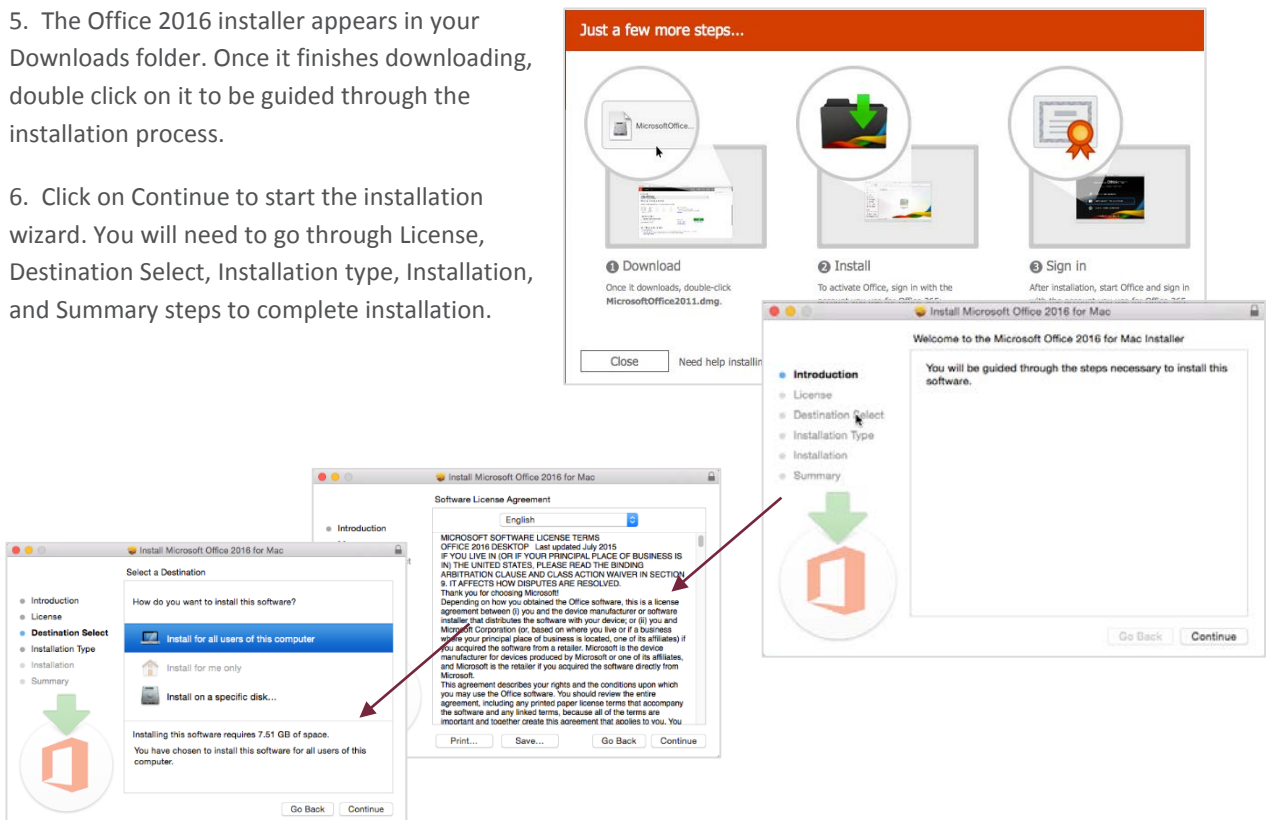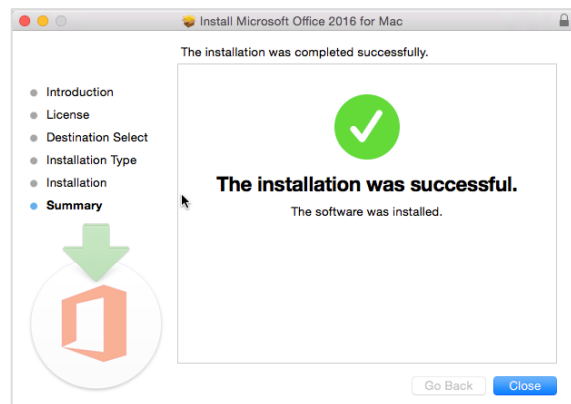
7. Click on Install. Make sure you have enough space on your computer.
PLEASE BE PATIENT AS INSTALLATION CAN TAKE SOME TIME.

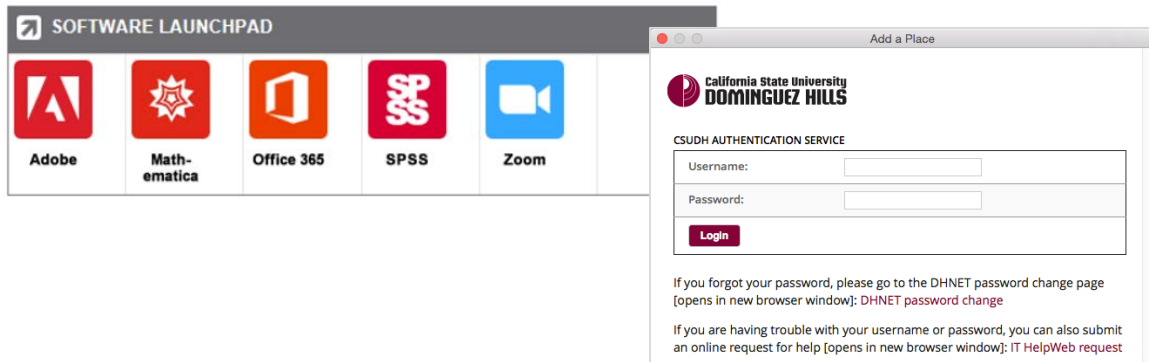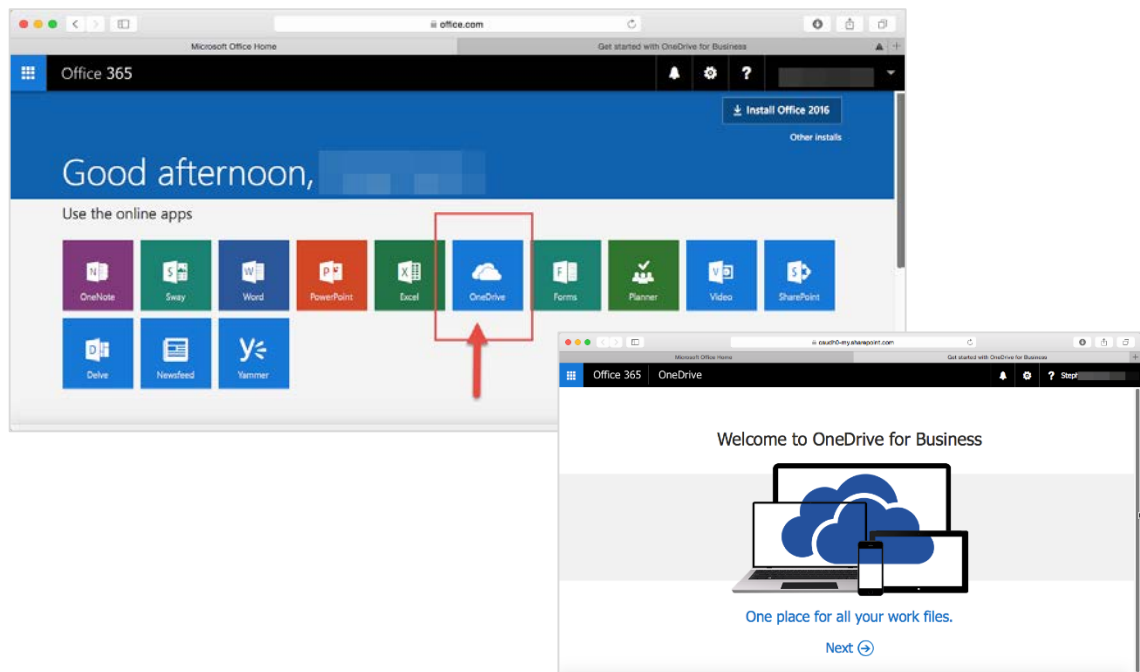8. Once the installation is complete, click Close.

ACTIVATING OFFICE 2016 AND OFFICE 365 ONLINE

ONEDRIVE ONE TIME SETUP

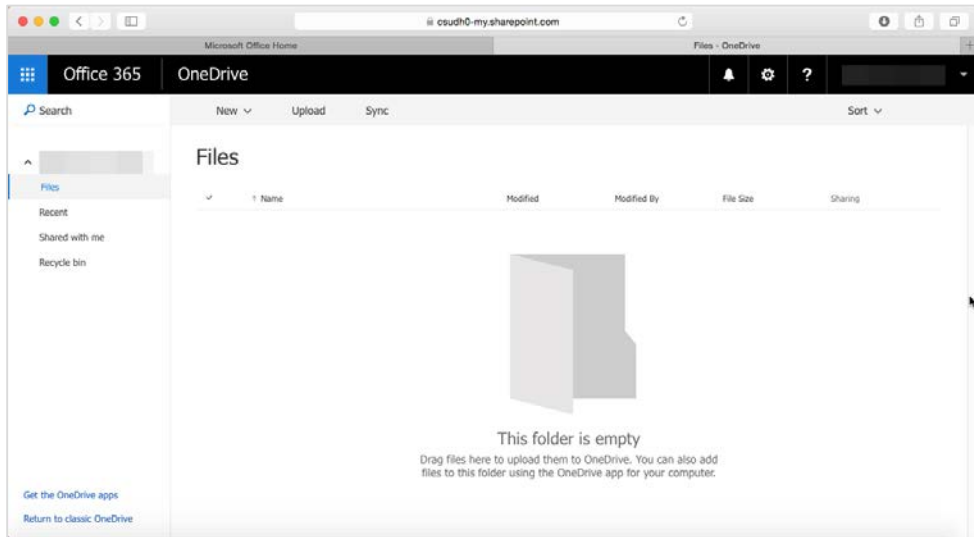1. Login into MyCSUDH to login to Office 365 (NOT OFFICE 2016) and authenticate.
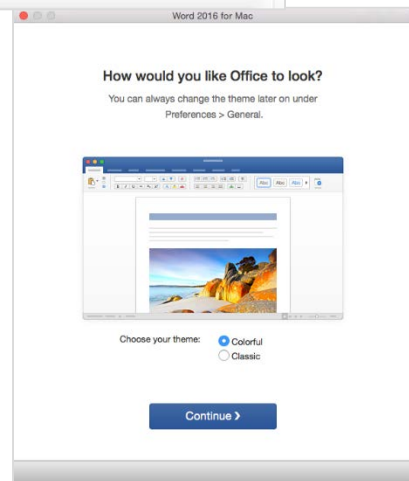

2. Click on OneDrive icon.

3. Setup the CSUDH Sharepoint One Drive.

4. You will be prompted to setup how Office will look. Click Continue.

5. Click Save As and Select OneDrive-csudh.edu. Give your document a title and Click Save.